



Appendices

Non-Residential Guidelines



A Sample Forms

Certificate of Appropriateness Application



THE CITY OF SALISBURY

*HISTORIC PRESERVATION COMMISSION
APPLICATION FOR REVIEW BY THE HISTORIC PRESERVATION COMMISSION*

I, the undersigned, do hereby respectfully make application for your review my request concerning the property described below:

1. The property is located at _____, between _____ and _____ on the _____ side of the street as shown on Tax Map _____ and Parcel (s) _____. It has a frontage of _____ feet and a depth of _____ feet.
2. The property is owned by _____
Address: _____ Telephone: _____
3. The following is requested:
_____ 1. Administrative Review
_____ 2. Certificate of Appropriateness
_____ 3. Minor Work

FOR: _____

4. Attached is a plot plan showing all dimensions of the lot and the existing and proposed improvements and necessary setback lines.

Date Submitted

Signature of Applicant

Application Number

[illegible]

Signature _____

Authorized Agent

Agent Form

I, _____

Do hereby appoint _____ as my duly
authorized agent to act and speak for me before the Salisbury Historic Preserva-
tion Commission on the following matters:

(1)

(Signature)

Subscribed and sworn before me this

_____ day of _____, 20 ____

Notary Public

My commission expires: _____

Certificate of Appropriateness



HISTORIC PRESERVATION COMMISSION OF THE CITY OF SALISBURY

CERTIFICATE OF APPROPRIATENESS

Date:

No:

The proposed improvements to the property located in the H-A Historic Overlay district have been reviewed by the Historic Preservation Commission and been found to conform with the guidelines set forth in the Salisbury Zoning Ordinance, Article XIV.

APPROVED:

This certificate is valid for 6 months from the date set forth below, and shall expire if no work has been commenced by that time.

Issued:

By: _____ (Chairman)

The undersigned certifies that all work covered under this certificate has been completed in accordance with any special conditions or modifications issued by the Historic Preservation Commission.

Approved: _____

By: _____ (Inspector)

B References

National Park Service Publications

The National Park Service publishes a series of technical leaflets, books, and briefs on appropriate preservation treatments. The *Catalog of Historic Preservation Publications* with stock numbers, prices, and ordering information may be obtained by writing to the National Park Service, Preservation Assistance Division, P.O. Box 37127, Washington, DC 20013-7127.

Other

Blumenson, John J.G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms 1600-1945*. Nashville, Tenn.: American Association for State and Local History, 1981.

Bishir, Catherine W., et al. *Architects and Builders in North Carolina: A History of the Practice of Building*. Chapel Hill: University of North Carolina Press, 1990.

Bullock, Orin M., Jr. *The Restoration Manual. An Illustrated Guide to the Preservation and Restoration of Old Buildings*. Norwalk: Silvermine Publishers, 1966.

Hood, Davyd Foard. *The Architecture of Rowan County: A Catalogue and History of Surviving 18th, 19th and Early 20th Century Structures*. Salisbury, N.C.: Rowan County Historic Properties Commission, 1983.

Morton, W. Brown, III, et al. *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. Washington, D.C.: National Park Service, U.S. Department of the Interior, 1992.

Moss, Roger W. *Century of Color: Exterior Decoration for American Buildings-1820/1920*. Watkins Glen, N.Y.: American Life Foundation, 1981.

National Park Service. *Respectful Rehabilitation: Answers to Your Questions on Historic Buildings*. Washington, D.C.: Preservation Press, 1982.

Weeks, Kay D. and Anne E. Grimmer. *Secretary of Interior's Standards for Rehabilitation with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings*. Washington, D.C.: National Park Service, U.S. Department of the Interior, 1995

Sources for this publication

City of Salisbury Historic District Design Guidelines

Downtown Durham Historic District Preservation Plan – Durham, NC

Historic District Design Guidelines – Beaufort, NC

Montford Historic District – Asheville, NC

Morganton Design Guidelines – Morganton, NC

Sykesville Historic District Commission Draft Guidelines – Sykesville, MD

Riverside/Avondale Historic District – Jacksonville, FL

East Row Historic District – Newport, KY

Urban Design Guidelines and Standards – Las Vegas, NV

Design Guidelines for Signs and Awnings in the Central District – Pasadena, CA

Design Guidelines for the Downtown (Jewelry) Historic District – Providence, RI

C Resources for Technical Information

Local Resources

City of Salisbury
City Hall
217 South Main Street
P.O. Box 479
Salisbury, NC 28145-0479

For information on Salisbury's local historic districts, certificates of appropriateness, and technical assistance, contact the Zoning Administrator, 704/638-5212, or the City Planner, 704/638-5233.

Historic Salisbury Foundation, Inc.
215 Depot Street
P.O. Box 4221
Salisbury, NC 28145
704/636-0103

State Resources

State Historic Preservation Officer
North Carolina Division of Archives and History
507 North Blount Street
Raleigh, NC 27699-4617

For information on historic structures and the National Register, contact the Survey and Planning Branch, 919/733-6545.

For information on preservation tax credits and technical restoration assistance, contact the Restoration Branch, 919/733-6547.

For information on archaeological sites, contact the Office of State Archaeology, 919/733-7342.

National Resources

U.S. Department of the Interior
National Park Service
P.O. Box 37127
Washington, DC 20013-7127

Southeast Regional Office of the National Park Service
100 Alabama St. SW
1924 Building
Atlanta, GA 30303

Office of the Director: 202/208-4621
Office of Public Affairs: 202/208-6843
Preservation Assistance Division: 202/343-9578

Public Information Office: 404/562-3100

D Glossary

ARCHITRAVE – The casing or the molding surrounding a door or window frame; also, in classical architecture, the lowest part of an entablature.

ASHLAR MASONRY – Masonry having a face of square or rectangular stones. Random ashlar has neither vertical nor horizontal joints continuous.

BALUSTER – A miniature column or other form of upright that in series supports a handrail.

BALUSTRADE – A railing or a parapet consisting of a handrail on balusters, sometimes interrupted by piers.

CASING – The molding trim encasing a door or window frame; also called *architrave*.

COLUMN – A supporting pillar consisting of a base, a cylindrical shaft, and a capital.

COPING – The cap of the top course of a masonry wall.

CORBEL – A bracket of stone, wood, brick, or other building material, projecting from the face of a wall and generally used to support a cornice or an arch.

CORNICE – Any molded projection that crowns or finishes the part to which it is affixed; an ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; the exterior trim of a structure at the meeting of the roof and the wall.

ENTABLATURE – In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts, the architrave, the frieze, and the cornice.

FANLIGHT – An overdoor window, semi-elliptical or semicircular in shape with radial muntins.

FRIEZE – A plain or decorated horizontal part of an entablature between the architrave and cornice.

LIGHT – A pane of glass.

LINTEL – A horizontal structural member (such as a beam) over an opening, that carries the weight of the wall above it; usually made of steel, stone, or wood.

MUNTIN – A bar member supporting and separating panes of glass in a sash or door.

PARAPET – A low protective wall or railing along the edge of a raised structure such as a roof or balcony.

PEDIMENT – In classical architecture, the triangular gable end of the roof above the horizontal cornice, often filled with sculpture. In later work, a surface used ornamentally over doors or windows; usually triangular, but may be curved.

PILASTER – An engaged pier or pillar of shadow depth, often with capital and base.

QUOIN – One of the corner stones of a wall, emphasized by size, by more formal cutting, by more conspicuous jointing, or by difference in texture.

SASH – Any framework of a window; may be moveable or fixed; may slide in a vertical plane (as in a double-hung window) or may pivot (as in a casement window).

SIDELIGHT – A framed opening with fixed glass on either side of a doorway.

STRINGCOURSE – A horizontal band or molding set in the face of a building as a design element.

STUCCO – An exterior finish, usually textured; composed of portland cement, lime, and sand, mixed with water.

TONGUE-AND-GROOVE – The term for a board having a tongue formed on one edge and a groove on the other for tight jointing.

TRANSOM – A small hinged window above a door or another window.

TURRET – A small tower, usually projecting out from the walls at the corner of a building and extending above it.

WATER TABLE – A projecting ledge, molding, or stringcourse along the side of a building, designed to throw off rainwater.